

Library

Elaine Reed, Director of Library Services

MISSION STATEMENT

To provide free and open access to diverse resources that enrich, inform, empower and entertain.

LIBRARY FUND 160 / APPROPRIATION 64010

	Actual 2001-02	Actual 2002-03	Requested 2003-04	Recommended 2003-04	Change %	Adopted 2003-04
Expenditures						
Salaries and Employee Benefits	\$ 1,821,557	\$ 2,052,938	\$ 2,324,641	\$ 2,380,499	16%	\$ 2,380,499
Services and Supplies	1,045,615	2,801,667	1,097,723	1,023,786	-63%	1,047,786
Capital Assets	26,961	7,989	8,700	-	-100%	-
Intra Fund Charges	43,984	59,156	88,181	365,213	517%	365,213
Gross Budget:	2,938,117	4,921,750	3,519,245	3,769,498	-23%	3,793,498
Intra Fund Credits	(138,218)	(115,539)	(139,603)	(416,635)	261%	(416,635)
Net Budget:	\$ 2,799,899	\$ 4,806,211	\$ 3,379,642	\$ 3,352,863	-30%	\$ 3,376,863
Revenue						
Taxes	\$ 2,283,445	\$ 2,518,225	\$ 2,459,604	\$ 2,599,310	3%	\$ 2,623,310
Fines, Forfeits and Penalties	114,775	136,678	111,500	111,500	-18%	111,500
Revenue from Use of Money and Property	40,855	35,619	32,100	29,100	-18%	29,100
Intergovernmental Revenue	306,082	218,371	121,554	121,554	-44%	121,554
Charges for Services	100,212	102,585	94,000	94,000	-8%	94,000
Miscellaneous Revenue	140,971	42,615	-	8,000	-81%	8,000
Other Financing Sources	2,784	3,000	-	-	-100%	-
Total Revenue:	\$ 2,989,124	\$ 4,721,080	\$ 2,818,918	\$ 2,963,464	-37%	\$ 2,987,464
Net County Cost:	\$ (189,225)	\$ 85,131	\$ 560,724	\$ 389,399	357%	\$ 389,399
Allocated Positions	45	46	46	46	0%	46

CORE FUNCTION

Library Services

The Library's core function is to provide library services to the residents of Placer County, including an up-to-date collection of library materials reflective of community interests, skilled staff to assist customers, attractive community libraries, and enriching and entertaining library programs.

FY 2002-03 Major Accomplishments

- Checked out over a million books, audio books, videos, digital video disks, compact disks, audiocassettes, and magazines which informed, entertained, and inspired Placer County citizens.
- Updated the Library's strategic plan, the Library Service Plan 2002-10, which will guide the Library's activities and allocation of resources for the next eight years.
- Implemented a next-generation computer system, enhancing customer access to library resources and increasing staff efficiency.
- Submitted an application for a State Library Bond Act grant for a new library facility in Rocklin.

Community & Cultural Services

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- Involved 534 generous, dedicated volunteers in providing public service through assisting staff in shelving and repairing library materials and presenting programs.

FY 2003-04 Planned Accomplishments

- Check out over 1.2 million books, audio books, videos, digital video disks, compact disks, audiocassettes, and magazines to inform, entertain, and inspire Placer County residents.
- Submit applications for State Library Bond Act grants to build new library facilities in Colfax and Meadow Vista.
- Continue to involve volunteers in enhancing library service and reducing personnel costs.

Department Comments

The Library's programs are supported by a materials budget of \$460,000, 85 employees, including nine librarians, 357 hours of service per week, and 12 libraries with 56,335 square feet of space. The California Library Statistics 2002 reveals that the Placer County Library system delivers more service in relation to funding levels than other California Libraries. This is accomplished through hardworking staff, careful allocation of funds, significant volunteer support, and respectful use of library facilities and materials by Placer County citizens.

In order to meet the need for new and larger facilities for Placer County's growing population, a Library Facilities Master Plan was developed as part of the Library Service Plan. Seven projects were identified for the next eight years, including the expansion of the Loomis Library and new libraries in Rocklin, Meadow Vista, Colfax, Kings Beach, Foresthill, and North Auburn, for an estimated total cost of \$15,870,600. When the building projects are all completed, the County will meet the .4-square-foot per-capita guideline established for County libraries in Placer County: County Facilities to Service Growth (1994).

The Library's new computer system has an exciting feature that facilitates access to the library collection. Library customers have been able to access the library catalog from their personal computers for some time. Now they can create customer profiles indicating favorite authors and subjects. When something is purchased for the collection by the authors/subjects selected, an e-mail is generated notifying them. Then, they have the option of placing holds online if they wish to borrow the item.

County Executive Comments And Recommendations

Library salaries and wages have increased due to full-year costs of one new position added in FY 2002-03 and the reclassification of one position. Total expenditures for services and supplies have decreased for FY 2003-04. A one-time expenditure for the new library automation system, budgeted in FY 2002-03, is no longer included. One-third of applicable County administrative costs (A87) have been added to cost transfers to clearly reflect actual costs of library services. An offsetting contribution from the General Fund is included to maintain library services at the current level. The General Fund continues to subvent the library by absorbing charges for basic building and grounds maintenance and additional A87 costs.

Property-tax revenues supporting the library are increasing due to Placer County assessed-valuation increases (\$2,594,310); however, state funding for the library is expected to decrease in FY 2003-04 (\$73,000). The library also receives reimbursement for law library administration (\$94,000) and an annual contribution from the City of Auburn (\$12,000). Other library revenues are library fines, community-room rental fees and interest income. Although total revenues have increased, operating expenditures are still greater than revenues. The deficit will be funded by expected fund-balance carryover. The library has applied for grant funding to build a new library in the City of Rocklin. If the application is successful, the necessary adjustments will be made during the final budget process.

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There is still an outstanding claim from the State Controller's Office for \$1.6 million for the Education Revenue and Prevention Fund (ERAF) shift for FY 1992-93 through FY 2001-02. The possibility of a long-term payment plan is still being explored.

Department requested funding considerations for Final Budget:

- Library materials increase (\$35,000)
- Furniture and shelving (\$59,000)

Final Budget Changes from the Proposed Budget

The appropriation for other supplies was increased by \$22,000 to purchase shelves and furniture and library materials was increased by \$2,000 to purchase additional copies of popular books. These increases are offset by an increase in secured property tax revenue (\$24,000) based on a revised estimate from the Auditor-Controller.

CORE FUNCTION: LIBRARY SERVICES

Public Service Program

Program Purpose: Provide library customers with access to helpful, competent staff to facilitate effective utilization of library resources.

Total Expenditures: \$2,830,200

Total Staffing: 44.25

- **Key Intended Outcome:** To provide friendly, helpful and knowledgeable customer service in order to maximize use of the library.

Public Service Indicators:	Projected 2002-03	Actual 2002-03	Target 2003-04
% of people satisfied with library service and facilities	97%	N/A	98%
# of questions answered by staff	103,000	N/A	108,000
# of hours of training per staff person	40	N/A	44

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Library Collection Program

Program Purpose: Make available the library's collection of books, audio books, videos, DVDs, CDs and other materials to inform, empower and entertain Placer County residents.

Total Expenditures: \$460,000

Total Staffing: 0

- **Key Intended Outcome:** Provide library collection that meets the expectations of library customers.

Library Collection Indicators:	Projected 2002-03	Actual 2002-03	Target 2003-04
# of items checked out per Placer County resident	6.9	N/A	7.8
# of items checked out per resident in each Placer County community	N/A	N/A	N/A
% of customers surveyed that indicate collection is satisfactory or better	61%	N/A	70%
% of materials requested that are received within three weeks	70%	N/A	80%

Library Program

Program Purpose: Offer programs that enrich, educate, and entertain, including story times and the Summer Reading Program for children, and the essential Placer Adult Literacy Service (PALS) for adults.

Total Expenditures: \$229,045

Total Staffing: 1.75

- **Key Intended Outcome:** Enrich and entertain children and adults through special library programs. Enable adults to improve their reading skills.

Library Indicators:	Projected 2002-03	Actual 2002-03	Target 2003-04
# of children participating in various children's programs	15,000	N/A	16,500
# of tutor/learner pairs in the Literacy Program	150	N/A	160

Community & Cultural Services

LIBRARY SERVICES DEPARTMENT
APPROPRIATION SUMMARY
Fiscal Year 2003-04

ADMINISTERED BY: DIRECTOR OF LIBRARY SERVICES

Appropriation	FY 2002-03		FY 2003-04	
	Actual	Position Allocations	BOS Approved Budget	Position Allocations
OTHER OPERATING FUND Library - Fund 160	\$ 4,806,211	46	\$ 3,376,863	46
TOTAL ALL FUNDS	\$ 4,806,211	46	\$ 3,376,863	46

County Library

County Library Fund

Fund: 160

Subfund: 0

Appropriation: 64010

Budget Category (1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Dept Req 2003-04 (4)	CEO Rec 2003-04 (5)	BOS Adopted 2003-04 (6)
Salaries & Benefits					
1001 Employee Paid Sick Leave	3,997	4,597	3,735	3,735	3,735
1002 Salaries and Wages	1,246,410	1,381,942	1,506,309	1,533,708	1,533,708
1003 Extra Help	180,812	191,205	182,945	182,945	182,945
1004 Accr Compensated Leave	4,368				
1006 Sick Leave Payoff			16,204	16,204	16,204
1300 P.E.R.S.	81,237	90,059	189,801	168,708	168,708
1301 F.I.C.A.	105,996	116,701	129,320	131,500	131,500
1310 Employee Group Ins	188,462	241,767	290,414	295,697	295,697
1315 Workers Comp Insurance	10,275	26,667	5,913	48,002	48,002
Total Salaries & Benefits	1,821,557	2,052,938	2,324,641	2,380,499	2,380,499
Services & Supplies					
2050 Communications - Radio	77				
2051 Communications - Telephone	95,226	84,602	114,500	114,500	114,500
2085 Household Expense	12	24	100	100	100
2140 Gen Liability Ins	17,868	24,580	30,955	30,955	30,955
2290 Maintenance - Equipment	1,110	2,892	1,800	1,800	1,800
2291 Maintenance - Computer Equip	2,318	16,704	27,030	24,184	24,184
2292 Maintenance - Software		7,618			
2404 Maintenance Services		7,143	21,100	21,100	21,100
2405 Materials - Bldgs & Impr	19,669	6,627		8,000	8,000
2406 Maintenance - Janitorial		16,078			
2439 Membership/Dues	4,665	4,982	5,214	5,214	5,214
2456 Misc Expense		16			
2481 PC Acquisition		3,825	54,000	52,000	52,000
2500 Special Contributions		1,663,987			
2511 Printing	7,710	9,485	8,000	8,000	8,000
2522 Other Supplies	8,335	86	14,500	12,200	34,200
2523 Office Supplies & Exp	12,430	12,293	11,000	11,000	11,000
2524 Postage	26,095	27,853	29,400	29,400	29,400
2555 Prof/Spec Svcs - Purchased	1,515	77,365	7,040	7,040	7,040
2556 Prof/Spec Svcs - County		235			
2701 Publications & Legal Notices	960				
2709 Rents & Leases - Computer SW	11,194	12,612	12,960	12,960	12,960
2710 Rents & Leases - Equipment	40,548	41,577	7,000	7,000	7,000
2727 Rents & Leases - Bldgs & Impr	34,192	41,527	45,608	45,608	45,608
2809 Rents and Leases-PC	3,553				
2838 Special Dept Expense-1099 Repor		25,373	25,800	25,800	25,800
2840 Special Dept Expense	104,610	101,478	30,550	30,550	30,550
2844 Training	6,231		11,875	11,875	11,875
2860 Library Materials	516,018	467,929	460,000	425,000	427,000
2931 Travel & Transportation		6,064			
2932 Mileage	3,502	3,663	4,100	4,100	4,100
2941 County Vehicle Mileage	14,839	17,340	17,400	17,400	17,400
2965 Utilities	112,938	117,673	157,791	118,000	118,000
2966 Drug & Alcohol Testing		35			
Total Services & Supplies	1,045,615	2,801,666	1,097,723	1,023,786	1,047,786
Fixed Assets					
4451 Equipment	26,961	7,989	8,700		
Total Fixed Assets	26,961	7,989	8,700		
Charges From Departments					
5310 I/T Employee Group Insurance	30,705	42,090	72,063	72,063	72,063
5405 I/T Maintenance - Bldgs & Improvem	7,539	3,744	12,000	12,000	12,000
5527 I/T Prof Services A-87 Costs				277,032	277,032
5552 I/T - MIS Services	1,735	2,017	2,318	2,318	2,318

County Library

County Library Fund

Fund: 160

Subfund: 0

Appropriation: 64010

Budget Category (1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Dept Req 2003-04 (4)	CEO Rec 2003-04 (5)	BOS Adopted 2003-04 (6)
5553 I/T - Revenue Services Charges	1,062	1,184			
5556 I/T - Professional Services	2,893	9,843	1,800	1,800	1,800
5840 I/T Special Dept Expense		228			
5844 I/T Training	50	50			
Total Charges From Departments	43,984	59,156	88,181	365,213	365,213
Gross Budget	2,938,117	4,921,749	3,519,245	3,769,498	3,793,498
Less: Charges to Departments					
5002 I/T - County General Fund	(138,218)	(115,539)	(139,603)	(416,635)	(416,635)
Total Charges to Departments	(138,218)	(115,539)	(139,603)	(416,635)	(416,635)
Net Budget	2,799,899	4,806,210	3,379,642	3,352,863	3,376,863
Less: Revenues					
6100 Current Secured Property Taxes	(1,915,766)	(2,165,544)	(2,188,760)	(2,300,000)	(2,324,000)
6107 Unitary & Op Non-Unitary	(88,036)	(92,606)	(92,165)	(95,000)	(95,000)
6111 Current Unsecured Property Tax	(82,150)	(80,803)	(53,628)	(80,000)	(80,000)
6132 Redemptions Gen Taxes	4,526	1,150	233	233	233
6140 Property Taxes Prior Unsec	(1,387)	(1,228)	(1,123)	(1,123)	(1,123)
6160 Timber Tax Guarantee	(5,143)	(4,525)	(5,741)	(5,000)	(5,000)
6171 Supplemental - Property Taxes C	(195,489)	(174,669)	(118,420)	(118,420)	(118,420)
6854 Library Fines and Fees	(114,775)	(131,399)	(111,500)	(111,500)	(111,500)
6864 Housing and Dangerous Buildi		(5,279)			
6950 Interest	(31,491)	(25,403)	(25,000)	(22,000)	(22,000)
6965 Rents & Concessions	(9,364)	(10,216)	(7,100)	(7,100)	(7,100)
7205 Homeowners Property Tax Red	(38,685)	(36,398)	(23,699)	(23,699)	(23,699)
7232 State Aid - Other	(9,328)	(24,357)	(9,700)	(9,700)	(9,700)
7234 State Aid - Mandated Costs	(1,703)				
7292 Aid from Other Governmental Ag	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)
7315 Public Library Fund	(244,466)	(145,616)	(72,600)	(72,600)	(72,600)
7326 Federal - Other	100				
7491 St Aid-Local Govt Fiscal Relief ((3,555)	(3,555)	(3,555)
8203 Law Library Services	(100,212)	(102,585)	(94,000)	(94,000)	(94,000)
8755 Donation	(133,634)	(36,197)			
8764 Miscellaneous Revenues	(7,337)	(6,418)		(8,000)	(8,000)
8954 Operating Transfers In	(2,784)	(3,000)			
8985 Contributions		(1,663,987)			
Total Revenues	(2,989,124)	(4,721,080)	(2,818,758)	(2,963,464)	(2,987,464)
Net County Cost	(189,225)	85,130	560,884	389,399	389,399